



FINANCE

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Approved - 5/12/2016

Finance Committee Meeting Minutes - April 14, 2016 Westmont Village Hall

Call to Order: 4:02 pm - Trustee Guzzo

Pledge of Allegiance

Roll Call: Committee

Trustee Guzzo (Chair)
Mayor Gunter
Clerk Szymiski
Trustee Barker
Trustee Liddle
Trustee Addington

Staff

Director Parker
Manager May
Ruth Olsson
Chief Mulhearn
Chief Weiss
DC Riley
Chris Hardy
Deputy Clerk Richards
Director Liljeberg

Minutes approved: The March 17, 2016 Special Meeting Minutes were approved by a motion from Trustee Addington and a second by Trustee Liddle.

UNFINISHED BUSINESS: *none*

NEW BUSINESS:

- A. Budget Review:** Director Parker reviewed various items that needed further explanation after the budget workshops and items that were not brought up during the budget process (see attached). Trustee Guzzo asked if the budget was approved this evening, all these items are included? Director Parker affirmed this statement. Trustee Guzzo thanked the Finance Staff for all their hard work and for making the process informational and enlightening.
- B. Hotel Motel Tax Grant Requests - Westmont Park District:** A request for hotel/motel tax grants to sponsor 2016 Concerts in the Park (\$2,500), Holly Days (\$2,500), and the Progressive Village Performance Network (\$2,500). Director Parker stated that this request, 3 requests, are the first time that one entity has requested multiple grants. This brings to the forefront a question of one entity receiving a high percentage of the fund while still following the stated limits of 10% of the cost of the event for each grant. Staff would like to consider limits based on the total fund for an entity so that one entity can

not request 40% the fund. Manager May explained that if one entity put in 5 requests then the full fund could be depleted by one entity. Director Parker stated that the Park District requests were for the 2017 budget, and that the funds budgeted in 2017 were twice what was budgeted in 2016, so that these requests could be approved and would be 5% of the new budget thus allowing the funds to be approved and the guidelines be changed to 5% of the fund. Mayor Gunter asked what was left in the fund for the 2016 budget year? Director Parker stated about \$7,000.

Discussion of the hotel/motel tax money, the growth of events, and the multiple entity projects that are hosted each year. Trustee Barker would like to see the events grow. Trustee Addington does not want to put limits on these wonderful events that have become part of the fabric of our community. Mayor Gunter would hate to have the limit interfere with helping things like the Thursday Night Street Fairs.

Trustee Guzzo asked how we should move forward with this? Manager May stated that limits should be there so staff can administer the item quickly, letting applicants know that to deviate from the limits - it will come before the committee. Trustee Guzzo recommended that we should put this on the next agenda to review the guidelines. Mayor Gunter stated reviewing the limits so that a very successful event is not penalized for it's size is a place to start.

Trustee Guzzo asked if the grant requests before us are on a future agenda? Director Parker answered that this would be the case, unless anyone has an objection. No objections noted. Manager May will ask counsel if this could be on the next consent agenda.

Mayor Gunter asked if the hotel had ever requested a grant for an event? Director Parker answered that this has not yet occurred. Mayor Gunter remarked that the hotel could ask for a grant if an event promoted Westmont.

REPORTS:

Director Parker stated he had nothing further.

Trustee Guzzo reminded everyone that the next meeting was scheduled for May 12th.

ADJOURN: 4:24 p.m. Motion by Trustee Liddle and Seconded by Trustee Addington. All ayes.

2016-04-14 Finance Committee - Budget Follow-up

- 1. \$55,000 VH Painting in Capital**
 - a. This has been removed. We have added \$5,000 to the facilities department to cover spot painting. The original \$55,000 to repaint the entire Village Hall was suggested last year during the initial budget brainstorming session, but was postponed due to the uncertainty with the state.
- 2. One-day-per-week cleaning at Streets and Water.**
 - a. This is now reflected in the draft budget, at a cost of \$4,000 per year for each facility
- 3. \$10,000 capital traffic study**
 - a. This is now reflected in the draft budget
- 4. \$50,000 Tree Outlet boxes**
 - a. This has been moved from Capital to Convention/Tourism as it will help at special events and attract visitors to our downtown by allowing us to add additional holiday lights.
- 5. \$150,000 CBD Brickwork**
 - a. This has been left in capital as we feel that while it will help the downtown, it may be harder to make the case that having nicer bricks will bring people downtown.
- 6. Sewer jetting**
 - a. We are making no change to the budget. We do own a jetter which we use when we have the time. We will look into the use of the county's loan if it can handle slightly larger mains, but it will not be a large enough benefit to reduce the budget unless it comes with staff.
- 7. Weekend and/or longer shifts**
 - a. We are not making any changes to the budget. This year we can look into exploring these options with our current staff at no additional cost. In the future if this is something that we find requires additional personnel, we could consider that in a future budget.
- 8. Grants for lead service.**
 - a. We are not making any changes to the budget. We will look into opportunities for us to get grants to pass on to properties that are looking to convert from lead service. We can appropriate some additional funds in case we find these types of grants.
- 9. Grants for Green Infrastructure**
 - a. We are not making any changes to the budget. We will look into opportunities for us to get grants for green infrastructure, but are not planning to budget that we will receive these revenues at this point. Additionally, we will appropriate some money in case there are government grants that we can receive to pass on to developers who use green infrastructure.
- 10. Sister City Program**
 - a. After the budget workshop, we obtained information about a potential sister city program. We are including \$10,000 in the Convention/Tourism fund for this.
- 11. WSEC Public Works Participation - Cruisin' Nights**
 - a. After the budget workshop we obtained information about a request for Public Work employees to participate in Cruisin' Nights. We estimate OT costs for this will be approximately \$2,000. We have added \$2,000 to the Convention/tourism fund to cover this.
- 12. Transfers**
 - a. As you know from the workshop, we were transferring some General Fund operating revenues to the Capital fund. Since we increased the General Fund operating expenses by \$9,000 (\$4,000 for cleaning + \$5,000 for VH painting), we have reduced our transfers by \$9,000, leaving the same surplus you saw at the Budget Workshop.